

EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS

COLORADO'S CENTRAL PLAINS



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EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES NOVEMBER 7, 2018

Call to Order

Due to the absence of Chairman Nancy Bogenhagen, Vice Chairman Troy McCue called the November 7, 2018 meeting of the ECCOG Board of Directors to order at 7:21 PM. The meeting was held at the Claremont Inn & Winery, 800 Claremont Drive, in Stratton. Board members attending in addition to Vice Chairman McCue, included: Steve Burgess, Linda Corbin, Dave Hornung, Hal McNerney, Karen Miller, and Valerie Rhoades. ECCOG staff attendees included: Senior and Transit Services Director Debby Conrads and ECCOG Executive Director/PDC Administrator Candace Payne. Gary Beedy, Nancy Bogenhagen, Julie Coonts, Don Means, Chris Richardson and Trevor Smith were unable to attend.

Pledge of Allegiance

Vice Chairman Troy McCue led the board in the Pledge of Allegiance.

Roll Call and Introduction of Guests

Roll call was called. A quorum was declared. Leesa McCue was introduced as Troy McCue's guest.

Approval of September 5, 2018 Meeting Minutes

Vice Chairman McCue asked for additions or corrections to the September 5, 2018 meeting Minutes. There being none, Steve Burgess made a motion to approve the Minutes as presented. Hal McNerney seconded the motion, which passed unanimously.

Financial Report – November 7, 2018

The October Financial Report showing payroll of \$29,361.22 and September checks totaling \$69,972.03 and debit card transactions of \$1,125.35 was approved by mail ballot.

The November 7, 2018 Financial Report was distributed showing the October end of month checking balance of \$78,879.98. A review of the remaining fund balances given by Executive Director Candace Payne specifically calling attention to Impact Broadband fund. ED Payne explained the Impact fund would end in fall 2019. A motion to accept the Financial Report for filing was made by Hal McNerney and seconded by Dave Hornung. Motion passed unanimously.

Approval of Bills for October 2018

Executive Director Candace Payne reviewed the October payroll expense of \$29,444.59 along with \$57,838.56 of expenses and \$815.20 of debit card transactions. In addition to the typical monthly expenses, there were four Enterprise Zone contribution projects paid for the contributions received. Hal McNerney made a motion to ratify the bills and payroll. Dave Hornung seconded the motion. The motion passed unanimously.

UNFINISHED BUSINESS:

Impact - Broadband

Contact has been initiated with Broadband steering committee chair Pat White to set a date for a final meeting for 2018. Candace Payne explained the teleconference meeting will establish possibly the final phase of education for the regional broadband plan. A brief discussion of the Colorado Broadband Deployment Board application involving an improvement in service for Limon from CenturyLink. The application is available for public comment until December 21, 2018. A map of current coverage and planned improvements was reviewed by the board. No comments were recommended for the application.

Community Development Block Grant (CDBG) Application

The Community Development Block Grant application was submitted via email to Robert Todd on August 31, 2018. Executive Director Payne explained the Financial Review Committee has not met as of today, but they are expected to meet before this year ends. Until then, Prairie Development Corporation has other funds to meet loan demand.

Opportunity Zone

Executive Director Candace Payne invited the board to attend the Opportunity Zone meeting to be held in Sterling on November 15th at Northeastern Junior College Ballroom at 3:00PM. This is a northeast regional meeting to inform local organizations and people on the benefits and process to use the OZ funding options. Candace reminded the group the Census Tracts include all of Cheyenne County, Burlington, Bethune, Limon and Genoa were set earlier in the year and may not be changed. Candace has a reservation open for eight attendees of which four people have asked for a seat on that RSVP. Troy McCue mentioned he planned to attend to represent Limon and Genoa. The prospectus costs were estimated around \$25,000-\$50,000 depending on the consultant. Given the state has provided a template and other regions have provided their prospectus, it was discussed to not apply for Department of Local Affairs grant funds of \$25,000 which requires one to one match and do the prospectus inhouse. Hal McNerney asked if the staff felt comfortable performing the task to which Candace replied we could give it attention with input from the three Census Tracts approved for projects or plans to facilitate its compilation. The consensus was to move ahead on our own at this time given the consultants appear to be delayed in their actions.

2019 ECCOG Board

In the discussion of ECCOG board members and the process, Candace reminded us that Don Means will be giving up his public sector position in March 2019. Candace explained the nomination forms were mailed out in October and there will be a runoff ballot in Elbert County as there are two nominees so far. Julie Coonts was nominated for Lincoln County municipal representative while Kit Carson County has none. Hal McNerney offered to check with Burlington's council as they meet next week, and he is willing to continue to serve. Cheyenne County has not submitted a nomination yet, but Linda Corbin suggested there could be another council member from Cheyenne Wells asked, however she is willing to continue if commissioners approve her. Nominations are due Nov. 16th to the COG office. If a ballot is needed, it will be mailed that day and will be due to the COG office December 28th for final tallying. County commissioners are expected to be appointed to committees in February 2019. The private sector or business representatives may be filled during December or January with the county commissioners' approvals.

Kit Carson County Fairgrounds Support Letter

For recording in the Minutes, Candace mentioned the email approval from ECCOG to submit a letter of support for Kit Carson County's GOCO grant application has been provided to the county. A copy of the letter is on file at the office supporting the fairground's improvements including hookups, safety handrails and lighting in the grandstands, and show barn sound system.

Enterprise Zone

Provided at the meeting were 2017 & 2018 EZ reports for comparison. Candace reviewed the reports showing contributions to projects for both years and certifications on the tax credits. 2018 has seen increases in both contributions received and tax credits claimed in East Central EZ. A review of contribution projects that end on December 31st include: Kit Carson County Carousel, Kit Carson County Fairgrounds, Kit Carson County Health Services District (hospital), Keefe Memorial Hospital, Hugo Roundhouse, Lincoln Community Hospital, and Peak Vista Community Health Centers. Candace stated that will leave twelve active projects in 2019 that must have the required \$5,000 from one contributor OR five contributors giving at least \$250 annually to be approved going forward. Letters will be sent to remind the projects of the requirements and notice will be given to the closing projects of 2018.

NEW BUSINESS:

2018 Community Assessment Survey of Older Adults (CASOA) Report

Senior & Transit Services Director Debby Conrads directed attention to the survey performed on our older adults in Region 5. Handouts were provided in the packet and subsequently reviewed showing the responses of 247 people on categories related to health and wellbeing including safety, feeling a sense of belonging and community involvement/activities, and availability of services and goods (housing, legal, traveling assistance, etc.) In the regional report, the greatest needs shown were for physical health, civic involvement and social engagement. Basically, Debby explained, the people want things to do and to stay healthy to enjoy the community and their lifestyle. The responders want to volunteer or help others the survey shows. Attention was drawn to the fact that few people were burdened by caring for others or worried about safety while living alone or in the rural area. Using the survey results will provide ECCOG's Area Agency on Aging Four Year Plan with ideas on how to involve and engage seniors in this area and develop a program. Debby invited the board to share their ideas to her or the staff anytime. A

social night is scheduled in Cheyenne Wells on Friday similar to the monthly gathering in Stratton. Inviting 4-h clubs, youth groups, school clubs and other volunteers may be pursued in 2019.

SFY 2019 Title III Funding

Included in the board packet was a budget funding request #7 for Title III & VII. Debby Conrads explained ECCOG would receive the funding in the last column "Option Letter #7" of \$534,445.69 to be used by June 30, 2019. ECCOG will be allowed to use the carry over funds of \$151,450.29 to purchase a van for food transport, office computers, meal site equipment and other items necessary to provide congregate and home delivered meals along with ombudsman services. Director Conrads clarified the carry over funds must be used by June 2019 and will not be available beyond that date. Every effort will be made to use the funds to their potential. A motion was made by Steve Burgess to accept the SFY 2019 funds for Title III & VII as presented. Hal McNerney second the motion. A unanimous ballot was cast in favor therefore the motion passed.

2018 Our Journey Media Coverage & Google Analytics Reports

The recent report from Danielle Dascalos on her marketing efforts was shared in the board packet. The Google Analytics report YTD was reviewed by Candace Payne. Comments of praise for Danielle's work was shared. Consensus of the board was to retain Danielle for 2019 marketing from February thru October at her monthly rate of \$1,000. Candace will meet Danielle in January to plan the year's activities.

2018 CDOT Transit Asset Management (TAM) Plan

Including the board packet was the general Transit Asset Management (TAM) Plan generated by the state with input from Director Conrads. The partial document demonstrates our current fleet inventory and condition known as State of Good Repair (SGR). ECCOG's inventory was recorded to have seventeen vehicles comprised of 13 cutaways and four min-vans of which 47% are in fair condition. One vehicle shows it should be replaced in 2019 which we believe is a cutaway for Dynamic Dimension's bus. Dave Hornung made a motion to adopt the TAM Plan as ECCOG pledges to keep the fleet in a state of good repair. Hal McNerney seconded the motion. Motion passed, and a signed letter will be provided to CDOT of this action.

2019-2021 Fulltime Employee Salary Schedule

The 2019 – 2020 Fulltime Employee Salary Schedule was presented for consideration of approval by adding "2021" in place of 2020. ED Candace Payne explained no dollar values or steps were modified since last approved but increasing the date by one year will only make us more efficient until the chart needs lengthened or modified for positions. Hal McNerney made a motion to extend the date to include the year 2021. Linda Corbin seconded the motion which passed unanimously.

2019 ECCOG Budget

The 2019 ECCOG Budget was emailed to the board on Monday, November 15th. A review of the budget was conducted by ED Candace Payne and SSTB Director Debby Conrads with the board. Revenue figures were higher than 2018 based on increased funding on the AAA division even with slightly lower municipal dues caused by population decline in the region. Two step-increases per employee were calculated in this budget to offset the increase in the employee paid portion of health insurance and allow for an increase based on the employee review. Minimum wage increases for part-time staff caused an increase in payroll and will again as the minimum wage moves to \$12.00 per hour in 2020. Travel costs were reduced as Candace anticipates less need to attend meetings in person for 2019 and found few people used the budgeted amount in 2017 or 2018. Reduced consultant costs are anticipated in 2019 as we wrap up the broadband plan and have made improvements to the COG and PDC websites in 2018. Dave Hornung made a motion to approve and accept the 2019 Budget as presented. Hal McNerney seconded the motion. Motion passed unanimously.

Other

- CDOT Drug & Alcohol Policy

Senior and Transit Services Director Debby Conrads stated that an increase in the percentage of random drug draws for bus drivers is required for any agency receiving 5311 funding. ECCOG needs to increase the random drug draws from 25% to 50% in order to remain compliant and continue to receive funding. Dave Hornung made a motion to change the drug and alcohol policy to reflect this increase to 50% for random drug tests for drivers. Karen Miller seconded the motion, which passed unanimously.

Regional news updates:

Linda Corbin mentioned Cheyenne Wells is getting a new town hall building and offered part of the current building to the senior board as their meal site. The senior board has time to decide what they want to do before the town offers the location to another. The library may remain in the building also. The insurance and maintenance would be the responsibility of the senior board.

Valerie Rhoades shared Dr. Freed held a stakeholder luncheon in Burlington's MCC building and gave a great update on current endowments for MCC. Coverage will include a radiologist instructor and Bachelor of Science in nursing (BSN) on the endowments which are great funds for the college. Fort Morgan is adding an enology degree which covers growing grapes for wine making. The Town of Wiggins has donated land to Morgan Community College for Precision Agriculture Planetarium (wow!) In Bennett, they are classrooms being added to that location and Ben's Family Pharmacy provided space for MCC classes in Limon.

Steve Burgess reported Limon is gaining two warehouse distribution facilities and a family housing development called Chisolm Estates. Chisolm Estates will fill a housing need for starter homes which will be near the Head Start facility. Rich and Donna Metcalf are initiating the project. Modular homes are offered in conjunction with Tami Witt, Flagler realtor. Prices will range from \$200,000-\$275,000. The infrastructure is already established. Limon also reported a new business opened on Highway 24 downtown called The Quilted Heart which offers quilting fabric and longarm services to the area.

Hal McNerney shared Burlington is working on a project to fill the vacant prison facility. Fingers crossed something works in the plan so jobs are created and the facility is reopened.

Candace Payne shared Prairie Development Corporation has initiated a \$1,000 scholarship program for graduating seniors. Each county will be awarded a recipient and alternate recipient in May. The scholarship is for technical skills or trade associations training to help those who don't want to pursue typical college degrees. Information will be disseminated by January to the schools in Region 5.

Next Meeting Dates/Locations

Dec 5 – Mail ballot due to holidays

Jan 2019 – Teleconference

Feb 2019 – Mail ballot to current seated board

March 2019 – First meeting of new board at a site TBD

NOTE: Special teleconference meetings may also be called at any time by the chairman. All teleconference meetings also have a physical location which is the ECCOG office in Stratton so that interested citizens may attend. Notice is posted online and in the ECCOG office window of the next meeting date and location.

Adjournment

Vice Chairman McCue thanked everyone for attending and declared the meeting adjourned at 9:12PM.

All handouts and reports are retained in the permanent file of ECCOG Board meetings